

COMPLETION AND FILING A RESPONSE TO DISSOLUTION

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RESPONSE TO DISSOLUTION

(FL-120)

DETERMINING IF YOU NEED TO FILE A RESPONSE TO DISSOLUTION

1. **WHAT HAPPENS IF YOU DON'T FILE A RESPONSE?:** You have 30 days from the date you are served to file a Response. If you do not file a Response on time, the court may make orders affecting your marriage, your property and custody and visitation of your children. You may be ordered to pay support and attorneys fees and costs.

You must decide whether or not to file a Response. The Clerks are not allowed to give you legal advice or help you decide whether or not to respond. You are strongly encouraged to seek the advice of an attorney before deciding not to respond to a petition for dissolution.

2. **READ THE STANDARD RESTRAINING ORDER ON THE BACK OF THE SUMMONS:** When you were served with the dissolution papers, located on the back of the Summons (FL-100) is a Standard Family Law Restraining Order. You should read and be familiar with the contents of this important information.
3. **TALK TO AN ATTORNEY:** If, you have questions regarding “your rights” or whether you should file a Response, you must talk to an attorney as soon as possible. A list of family law attorneys is contained in the yellow pages of the telephone book.
4. **FILING FEES:** There is a \$200.20 filing fee for filing a Response in a Family Law matter. These fees are governed by state laws.

If you are receiving public assistance, unemployed or low income you can review the binder titled “Volume 1, Fee Waivers” to determine if you qualify to have the filing fees waived.

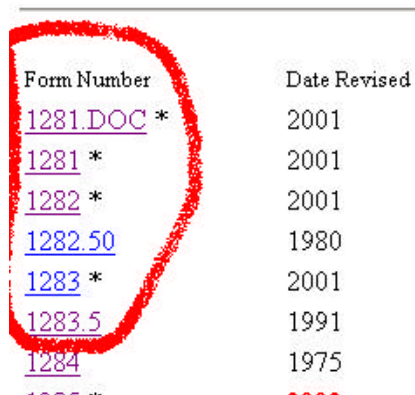
You must submit the completed fee waiver documents or \$200.20 when you file your Response at the Clerk’s office.

The Clerk’s office is not equipped to take ATM or Credit Card payments at this time. Be prepared to pay by cash, check or money order.

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select "**JUDICIAL COUNCIL FORMS**" on the screen.
 - a. Move cursor over "**JUDICIAL COUNCIL FORMS**" icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above, **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE
RESPONSE TO
DISSOLUTION
FL-120

COMPLETING RESPONSE (FAMILY LAW) FORM FL-120

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form **FL-120 Response (Family Law)**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.

- a. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
- b. **ATTORNEY FOR** – type in Respondent in Pro Per.
- c. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
 1. **STREET ADDRESS** – type in 215 FIFTH STREET
 2. **MAILING ADDRESS** – type in 215 FIFTH STREET
 3. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
 4. **BRANCH NAME** – leave blank
- d. **PLAINTIFF/PETITIONER:** type in name of Pltf/Petr
DEFENDANT/RESPONDENT: type in name of Deft/Resp

NOTE: Do not switch the names of the parties. Once a person is designated Petitioner/Plaintiff that person will always be the Petitioner/Plaintiff throughout the case. Once the Respondent/Defendant that person will always be the Respondent/Defendant throughout the case.

- e. **CASE NUMBER** – type in the case number as it appears on the Summons and Petition for example YCSC CV FL XX-XXXXXXX.
- f. **Item # 1 - RESIDENCE (DISSOLUTION ONLY):** Mark the Petitioner and/or Respondent box as appropriate.
- g. **Item #2a – STATISTICAL FACTS** – type in your date of marriage
ITEM #2b – type in your date of separation

Item #2c – type in the year(s) and month(s) for the period of marriage from date of marriage to date of separation.

- h. **Item #3a – DECLARATION REGARDING MINOR CHILDREN –**
Mark box a if you do not have children.

Item #3b - type in the full name(s), birth date(s), age(s) and sex(es) of children of this relationship born prior to or during the marriage or adopted during the marriage.

- i. **Item #3c** – If you have children listed, you are required to submit the Declaration Under UCCJEA, Form #MC-150.
- j. **Item #3d** – if you and your spouse signed a Voluntary Declaration of Paternity at the hospital at the birth of any child listed – you can attach a copy of that declaration to your Response.
- k. **Item #4** – mark this box if you have separate property assets and debts. You have the option to list the items below or include them in Attachment #4.

Attachment #4 is created by typing “Attachment #4” on a separate piece of paper, listing the items and which party they are confirmed to and attaching the paper to the Response.

The California State Bar’s website at www.calbar.org defines Separate Property as follows:

“Separate property is property acquired before your marriage, including rents or profits received from these items; property received after the date of your separation and your separate earnings; inheritances that were received either before or during marriage; and gifts to you alone, not you and your spouse. Separate property is not divided during dissolution.”

“Debts incurred before getting married or incurred after separating from your spouse are your separate property debts. You will be required to file proof that you listed all of your “community” and “separate” property on a document called a “Preliminary Declaration of Disclosure” and that you served this document on your spouse. Determining the character of property can be complicated. Seek legal assistance in making sure your property is properly listed as “community” or “separate”.”

If you have questions regarding separate property assets and debts, you are encouraged to consult with an attorney of your choosing prior to continuing.

l. **Item #5 - DECLARATION REGARDING COMMUNITY AND QUASI-COMMUNITY ASSETS & DEBTS AS CURRENTLY KNOWN:**

Mark the box a – c, that fits your case. If you mark box c you must list all assets and debts below or in an Attachment 5c. You can create Attachment 5c on a blank piece of paper, listing the assets and debts and attaching the paper to your response.

The California State Bar's website at www.calbar.org defines community property as follows:

"All property, real or personal, in or out of the state that either you or your spouse acquired through labor or skill during the marriage is community property. You and your spouse may have more community property than you realize. For example, you may have an interest in pension and profit-sharing benefits, stock options and other retirement benefits. Each spouse owns one-half of all community property. This is true even if only one spouse worked outside of the home during the marriage and even if this property is in only one spouse's name.

With few exceptions, debts incurred during the marriage are community obligations. This includes credit card bills, even if the car is in your name only. Student loans are an exception and are considered separate property debts. Community property possessions and community property debts are divided equally unless you and your spouse agree to an unequal division. You should be aware that if your spouse agrees to pay a community debt and then fails to pay you may have to pay the creditor. Division of possessions and debts can be complicated. You may want to seek the advice of an attorney before entering into an agreement.

If you and your spouse can't agree on the division of debts and possessions, a judge will make the decision. Ownership of each of your belongings might not be split between you and your spouse; instead, a judge might give each of you items of equal value. For example, if your spouse gets the furniture and appliances, you might get the family car or something else of equal value."

If you have questions concerning assets and debts you are encouraged to consult with an attorney of your choosing.

- m. **Item #6** – mark if appropriate.
- n. **Item #7** – mark if appropriate.
- o. **Item #8** – mark the boxes that reflect your request or leave blank if you do not request any of the choices listed.

- p. **Item #9a – LEGAL CUSTODY OF CHILDREN** – mark the box that reflects your choice.

If you do not have children – do not mark this area.

- q. **Item #9b – PHYSICAL CUSTODY OF CHILDREN** – mark the box that reflects your choice.

If you do not have children – do not mark this area.

- r. **Item #9c (1) (2) (3)** – mark the boxes that reflect your choices.

If you do not have children – do not mark this area.

- s. **Item #9d** – mark this box if it applies to your situation.

- t. **Item #9e** – mark the box if it applies to your situation.

- u. **Item #9f** – mark this box if it applies to your situation.

- v. **Item #9g** – mark this box if you want the court to terminate its jurisdiction to award spousal support to the Petitioner.

- w. **Item #9h** – mark this box if it applies to your situation.

- x. **Item #9i** – mark this box if you want your former name restored – specify the full name.

- y. **Item #9j** – mark this box and indicate other orders you will seek from the court.

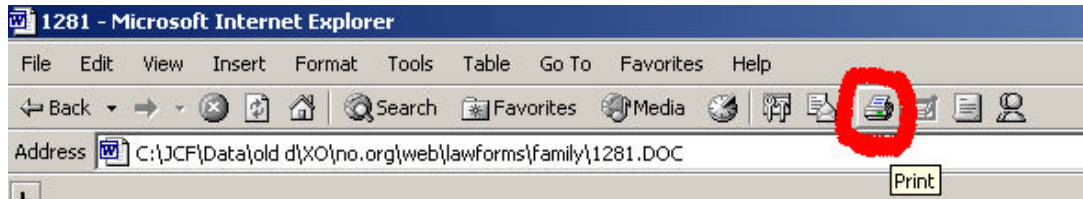
- z. **Item #10** – indicates that if there are minor children born to or adopted by the Petitioner and Respondent before or during this marriage, the court will make orders for child support. A wage assignment order will be issued without further notice.

2. **DATE** and **type your name** as indicated.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 2 PAGE RESPONSE (FAMILY LAW) FL-120

DECLARATION UNDER UCCJEA

FL-105/GC-120

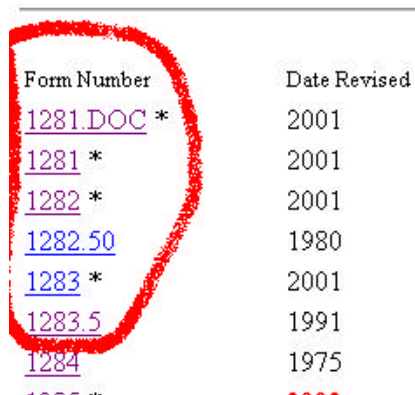
(Mandatory if children of this
marriage)

(IF YOU DO NOT HAVE CHILDREN – SKIP THIS SECTION)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

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2. Select **"JUDICIAL COUNCIL FORMS"** on the screen.
 - a. Move cursor over **"JUDICIAL COUNCIL FORMS"** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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1284	1975
[REDACTED]	[REDACTED]

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE
DECLARATION UNDER UCCJEA
FL-105/GC-120

**COMPLETING THE DECLARATION UNDER UCCJEA
FL-105/GC-120
(Mandatory if children of this marriage)**

IF YOU DO NOT HAVE CHILDREN – SKIP THIS SECTION

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **MC-150, Declaration Under UCCJEA** using the instructions in the first section. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT ATTORNEY:** type in your name, complete address and telephone number.
3. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in YUBA.
 - a. **STREET ADDRESS:** 215 FIFTH STREET
 - b. **MAILING ADDRESS:** 215 FIFTH STREET
 - c. **CITY & ZIP CODE:** MARYSVILLE, CA 95901
4. **CASE NAME** – type in last name of Petitioner vs last name of Respondent.
5. **CASE NUMBER** – type in the prefix and case number (YCSC CV FL XX-XXXXXX).
6. **Item #2** – X this box only if the address is confidential. If you have questions about whether your situation qualifies please contact the Facilitator.
7. **Item #3** – list the number of minor children that are subject to this action.
 - a. **Item #3a** – type in the child's name, place of birth, date of birth and sex (Male or Female).

PERIOD OF RESIDENCE – starting with the current residence and working backwards for the last five years – list the MONTH/YEAR the minor child has lived at that residence.

ADDRESS – list the address where the minor child currently resides.

PERSON CHILD LIVED WITH (NAME & PRESENT ADDRESS) –
List the names of person(s) the minor lived with and their
CURRENT address.

RELATIONSHIP – list the relationship of the minor child to the
person they were living with during that specific time frame.

Continue completing this information for the last five years.

- b. **ITEM #3b** – type in name of second minor child, place of birth, date of birth and sex. If both children have lived at the same addresses for the last five years then X the box under section b. If not complete the required information for the second child just like you did for the first child.

If you only have one minor child do not complete this section.

- c. **ITEM #3c** – if you have more than 2 minor children – X this box and on a plain piece of white paper – type ATTACHMENT 3c at top and provide ALL the information on each child as outlined on the form. This will become an attachment to this form.

8. **Item #4** – HAVE YOU PARTICIPATED AS A PARTY OR A WITNESS OR IN SOME OTHER CAPACITY IN ANOTHER LITIGATION OR CUSTODY PROCEEDING, IN CALIFORNIA OR ELSEWHERE, CONCERNING CUSTODY OF A CHILD SUBJECT TO THIS PROCEEDING?

X Yes OR X No as appropriate. If you mark yes, you must answer Items #4a – d.

- a. **Item #4a** - NAME OF EACH CHILD – type in the name each child that was/is involved in another case whether in California or out of state.
- b. **Item #4b** - CAPACITY OF DECLARANT – X the box that explains what role you play in this other litigation. Were you a party? witness?
- c. **Item #4c** – COURT – type in the name of the court, state and location where this other litigation occurred.
- d. **Item #4d** – COURT ORDER OR JUDGMENT – type in the date the court entered orders or judgments in this other litigation.

9. **Item #5** – DO YOU HAVE INFORMATION ABOUT A CUSTODY PROCEEDING PENDING IN A CALIFORNIA COURT OR ANY OTHER COURT CONCERNING A CHILD SUBJECT TO THIS PROCEEDING OTHER THAN THAT STATED IN ITEM #4?

X yes or no as appropriate. If yes, complete Item #5a-d.

- a. **Item #5a** – type in the name of each child involved in the other litigation.
- b. **Item #5b** – type an X in the box corresponding with the correction “type” of litigation. What kind of case is it?
- c. **Item #5c** – type in the name, state and location of the litigation.
- d. **Item #5d** – type in the status of the case...is it pending? completed?

10. **Item #6** – DO YOU KNOW OF ANY PERSON WHO IS NOT A PARTY TO THIS PROCEEDING WHO HAS PHYSICAL CUSTODY OR CLAIMS TO HAVE CUSTODY OF OR VISITATION RIGHTS WITH ANY CHILD SUBJECT TO THIS PROCEEDING?

X yes or X no as appropriate. If you mark yes, you must complete Items #6a-c.

- a. **Item #6a** – type in the **NAME & ADDRESS OF PERSON**

HAS PHYSICAL CUSTODY – X if appropriate

CLAIMS CUSTODY RIGHTS – X if appropriate

CLAIMS VISITATION RIGHTS – X if appropriate

NAME OF EACH CHILD – type in the name of each child, as appropriate.

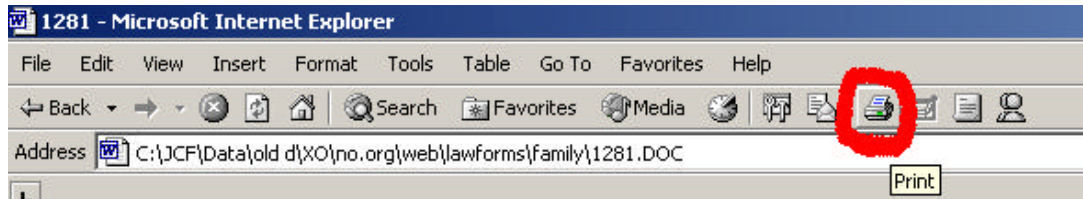
- b. **Item #6b and Item #6c** – complete these items only if there is more than one person claiming to have physical or visitation rights. Complete in the same manner as you completed Item #6a above.

11. Type in the **date** and **your full name**.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT DECLARATION UNDER UCCJEA HERE 2 PAGES

FINANCIAL STATEMENT (SIMPLIFIED)

FL-155

MUST USE THIS FORM OR INCOME & EXPENSE DECLARATION

DETERMINING IF YOU ARE ELIGIBLE TO USE THIS FORM

DETERMINING IF YOU ARE ELIGIBLE TO USE THIS FORM

BEFORE completing this form, you must determine if you are eligible for using this form or if you must complete the Income & Expense Declaration instead.

If you answer YES to **any** of the following questions, you may **NOT** use this form:

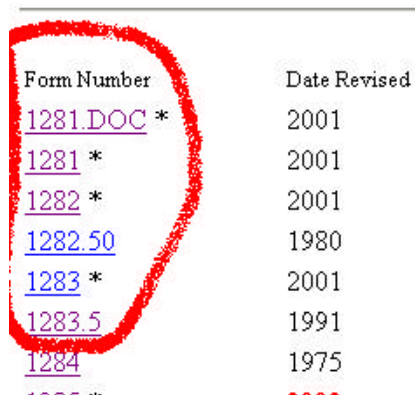
- * Are you asking for spousal support (alimony) or a change in spousal support?
- * Is your spouse or former spouse asking for spousal support (alimony) or a change in spousal support?
- * Are you asking the other party to pay your attorneys fees?
- * Is the other party asking you to pay that party's attorneys fees?
- * Do you receive money (income) from any source other than the following?
 - * Welfare (such as AFDC, GR or GA)
 - * Salary or Wages
 - * Disability
 - * Unemployment
 - * Worker's Compensation
 - * Social Security
 - * Retirement
- * Are you self employed?

If you answered NO to all of the above , you may proceed with typing this form. If not, skip this section and proceed to the Income and Expense Declaration in the next section. You are not required to submit BOTH forms.

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select "**JUDICIAL COUNCIL FORMS**" on the screen.
 - a. Move cursor over "**JUDICIAL COUNCIL FORMS**" icon
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3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE FINANCIAL STATEMENT (SIMPLIFIED)

COMPLETING THE FINANCIAL STATEMENT (SIMPLIFIED)
FL-150

1. Select Form # **1285.52 Financial Statement Simplified (Family Law)** using the instructions provided in the first section. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **YOUR NAME AND ADDRESS** – Type in your name and complete address.
3. **TELEPHONE NUMBER** – Type in your telephone number or a message number.
4. **ATTORNEY FOR (NAME)** – Type in Pro Per.
5. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
6. **PETITIONER/PLAINTIFF** – Type in Petitioner's name.
RESPONDENT/DEFENDANT – Type in your name.
7. **Item #1a** – X this box if your only source of income is AFDC, SSI or GA/GR.

If you mark this box use TAB to skip to Item #8.
 - a. **Item #1b** – X this box if you have applied for AFDC, SSI or GA/GR.
8. **Item #2** – Type in the number of children from this relationship that you are the parent of whether natural or adopted children.

If you have no children type in 0.
9. **Item #3a** – Type in the percentage of time these children are with you.
 - a. **Item #3b** – Type in the percentage of time these children spend with the other parent.

- b. **Item #3c** – Type in your custody and visitation arrangement with the other parent, if you have one. Type in None if appropriate.

If you have no children, type in N/A or leave blank.

10. **Item #4** – Mark the box that corresponds to your tax filing status.
11. **Item #5** – Mark the box that corresponds to your source(s) of income and type in the monthly amount of that income.
12. **Item #6a –d** – Mark the box that corresponds to the monthly expenses for the children of this case and type in the monthly amount of that expense.
13. **Item #7** – Mark this box if there are other minor children (not of this relationship) living with you. Indicate how many children and the total monthly expenses associated with these children.
14. **Item #8a –g** – Mark the boxes that correspond to average monthly amounts that you spend for each item.

Only mark those boxes that apply and fill in the amount as indicated.

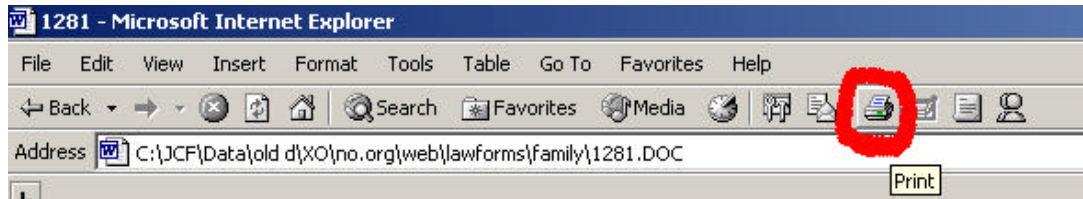
Leave blank those areas that do not apply to you.

15. **Item #9** – Complete the requested information marking the box that indicates whether it is your current employment OR your most recent employment (if you are not working at this time).
16. Complete Page 2 of the form.
17. **MARRIAGE OF** – type in last name, first name of parties.
- Example: DOE, Jane and John
18. **Item #10** – Type in your estimate of the other parent's gross monthly income (before taxes).
19. **Item #11** – If there is other information you want the court to know concerning CHILD SUPPORT only, type it on a separate sheet of paper and attach.
20. **DATE** – type in the date.
21. **TYPE OR PRINT NAME** – type in your full name.
22. Mark the **Petitioner** box under the signature line.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT FINANCIAL STATEMENT SIMPLIFIED– 2 PAGES

INCOME & EXPENSE

DECLARATION

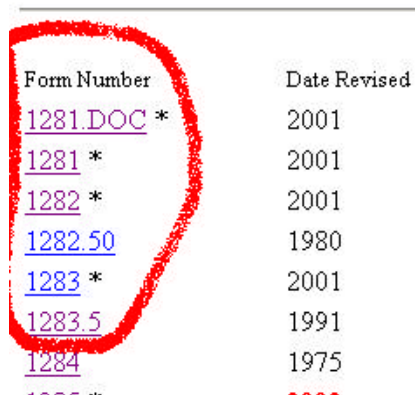
FL-150

(MUST USE IF ASKING FOR SPOUSAL SUPPORT OR DO NOT QUALIFY TO
USE FINANCIAL STATEMENT SIMPLIFIED)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select "**JUDICIAL COUNCIL FORMS**" on the screen.
 - a. Move cursor over "**JUDICIAL COUNCIL FORMS**" icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975
1285	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above, **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE INCOME & EXPENSE DECLARATION

COMPLETING THE INCOME & EXPENSE DECLARATION FL-150

The areas in **red** correspond to the areas on the form that you will need to complete.

If you have prepared the Financial Statement (Simplified), you are not required to complete this form.

1. Select form **FL-150, Income & Expense Declaration (Family Law)** using the instructions provided in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY (NAME & ADDRESS)** – type in your name, complete address and telephone number (or message number).
3. **ATTORNEY FOR** – type in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
5. **PETITIONER/PLAINTIFF** – Type in Petitioner's complete name.
RESPONDENT/DEFENDANT – Type in your name.
6. There are 4 pages to this form 1) Income & Expense Declaration; 2) Income Information, 3) Expense Information, 4) Child Support Information.

You must complete the Income & Expense Declaration and Expense information forms in every situation.

If you are on AFDC, you are not required to complete the Income form.

If child support is not an issue (because you have no children), you are not required to complete the Child Support form.
7. **Step 1** – mark the boxes that correspond with the forms you will be completing.

8. **Step 2 – Item #1** – mark the box indicating your AFDC status - whether you are Receiving OR Applied for OR Intend to Apply for OR No.
9. **Item #2 – DATE OF BIRTH** – type in the MONTH/DAY/YEAR.
10. **Item #3 – OCCUPATION** – type in your occupation.
11. **Item #4 – HIGHEST YEAR OF EDUCATION** – type in High School Graduate OR Some College OR TYPE OF DEGREE as appropriate.
12. **Item #5 – ARE YOU CURRENTLY EMPLOYED** – mark YES or NO as it applies to you.
 - a. **Item #5a(1)** – if yes – give the **NAME & ADDRESS OF EMPLOYER**.
 - b. **Item #5a(2)** – **MONTH/YEAR** you started work there.
 - c. **Item #5b(1)** – if you are not currently employed – when did you last work **MONTH/YEAR**.
 - d. **Item #5b(2)** – **GROSS MONTHLY INCOME**.
13. **Item #6** – Type in the **TOTAL NUMBER OF CHILDREN** you are legally obligated to support.
14. **Item #7 – NET MONTHLY DISPOSABLE INCOME** (from line 16a of Income Information). Complete this box AFTER you have completed the Income form.
15. **Item #8 – CURRENT NET MONTHLY DISPOSABLE INCOME** (complete only if different from Item #7).
16. **Item #9 – TOTAL MONTHLY EXPENSES** (from line 2q of the Expense form). Complete this box AFTER you have completed the Expense form.
17. **Item #10 – AMOUNT OF EXPENSE PAID BY OTHERS** – complete if appropriate.
18. **Item #11 – ESTIMATE OF OTHER PARTY'S GROSS INCOME** – type in your estimate of the other party's gross (before taxes) monthly income.
19. **DATE** and type in your **NAME**.
20. Continue to page 2, Income Information, unless you are on AFDC then skip the Income Information and continue to page 3, Expense Information.

21. **INCOME INFORMATION form**, (page 2).

PETITIONER/PLAINTIFF – type in Petitioner's name.

RESPONDENT/DEFENDANT – type in Respondent's name.

INCOME INFORMATION OF (NAME): type in your name.

- a. **Items 1 through 21** – complete as each item applies to you.
- b. Remember to attach a copy of your 3 most recent pay stubs.

NOTE: For your own protection remove your social security number from any documents that are attached to your Income & Expense Declaration.

- c. Note the amount on line 16a. Go back to page 1, Income & Expense Declaration and place that amount on Line 7.

22. **EXPENSE INFORMATION form**, (page 3).

PETITIONER/PLAINTIFF – type in Petitioner's name.

RESPONDENT/DEFENDANT – type in Respondent's name.

INCOME INFORMATION OF (NAME): type in your name.

- a. **Items 1 through 4** – complete as each item applies to you.
- b. Note the amount on line 2q. Go back to page 1, Income & Expense Declaration and place that amount on Line 9.
- c. DO NOT SIGN THIS FORM as it requires the signature of an attorney if you are represented by one.

23. **CHILD SUPPORT INFORMATION**, (page 4).

DO NOT COMPLETE THIS FORM IF YOU DO NOT HAVE CHILDREN.

PETITIONER/PLAINTIFF – type in Petitioner's name

RESPONDENT/DEFENDANT – type in Respondent's name.

INCOME INFORMATION OF (NAME): type in your name.

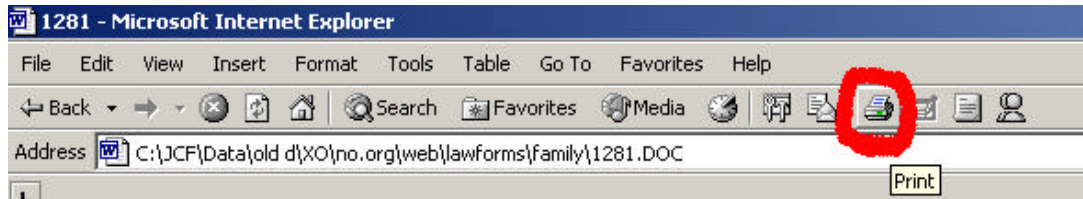
- a. **Items 1 through 4** – complete as each item applies to you.

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PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT INCOME & EXPENSE DECLARATION – 4 PAGES

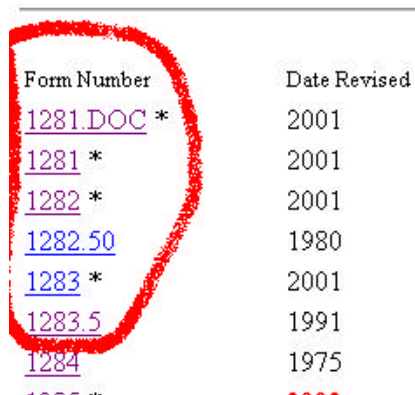
SCHEDULE OF ASSETS & DEBTS

FL-142

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select "**JUDICIAL COUNCIL FORMS**" on the screen.
 - a. Move cursor over "**JUDICIAL COUNCIL FORMS**" icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE SCHEDULE OF ASSETS & DEBTS

SCHEDULE OF ASSETS & DEBTS FL-142

This form is used to identify known community and separate assets, or debts even if they are in the possession of another person, including your spouse. If you contend an asset or debt is separate property put W (Wife) or H (Husband) to indicate whom you contend it belongs. All values should be as the date of signing the declaration unless you specify a different valuation date with the description.

You must determine if this form is necessary or applies to your specific case. If you have questions regarding community or separate assets and debts, you must seek the advice of an attorney.

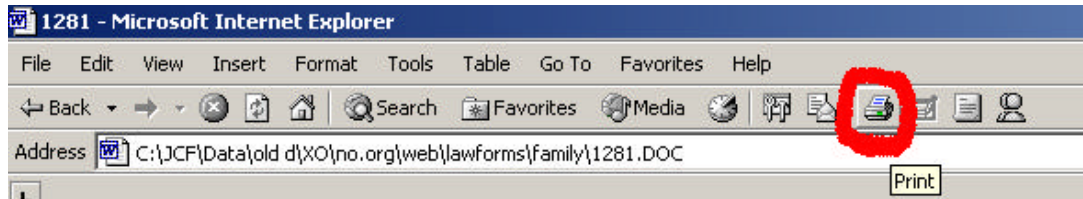
The areas in red correspond to the areas on the form that you will need to complete.

1. Select form [FL-142 Schedule of Assets & Debts \(Family Law\)](#) using the instructions provided in the first section. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY (NAME & ADDRESS)** – type in your name, complete address and telephone number (or message number).
3. **ATTORNEY FOR** – type in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
5. **PETITIONER/PLAINTIFF** – Type in Petitioner's complete name.
RESPONDENT/DEFENDANT – Type in your name.
6. Mark the **Petitioner box** under the title Schedule of Assets & Debts.
7. **Items 1 through 27** on pages 1 through 4 as they apply to you.
8. **DATE** and type in your **FULL NAME**.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT SCHEDULE OF ASSETS & DEBTS – 4 PAGES

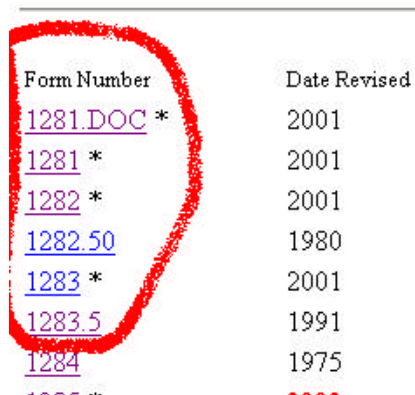
DECLARATION OF DISCLOSURE

FL-140

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select "**JUDICIAL COUNCIL FORMS**" on the screen.
 - a. Move cursor over "**JUDICIAL COUNCIL FORMS**" icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE DECLARATION OF DISCLOSURE

COMPLETING THE DECLARATION OF DISCLOSURE FL-140

The areas in **red** correspond to the areas on the form that you will need to complete.

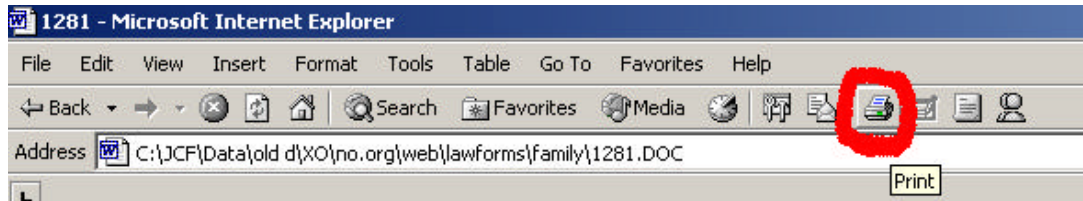
You must prepare this form even though it IS NOT filed with the court.

1. Select form **FL-140, Declaration of Disclosure** using the instructions provided in the first section. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY** – type in your name and complete address including your telephone number as indicated.
3. **ATTORNEY FOR** – type in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
5. **PETITIONER/PLAINTIFF** – Type in Petitioner's name.
RESPONDENT/DEFENDANT – Type in your name.
6. **RESPONDENT'S – PRELIMINARY** – mark these boxes.
7. **Items #1 – 5** – complete as they apply to your case.
8. **DATE** and type your **FULL NAME**.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS.**"
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT DECLARATION OF DISCLOSURE – 1 PAGE

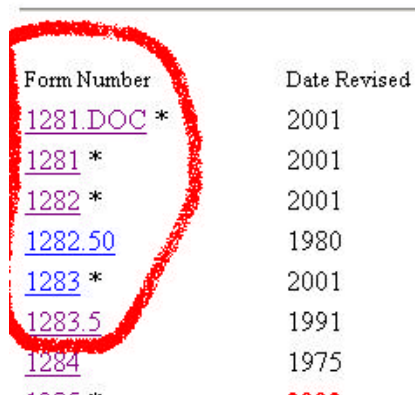
PROPERTY DECLARATION

FL-160

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **"JUDICIAL COUNCIL FORMS"** on the screen.
 - a. Move cursor over **"JUDICIAL COUNCIL FORMS"** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE PROPERTY DECLARATION

COMPLETING THE PROPERTY DECLARATION FL-160

This form is used to identify property, values and your proposal as to who will be awarded the property. You must decide if this form is applicable to your case.

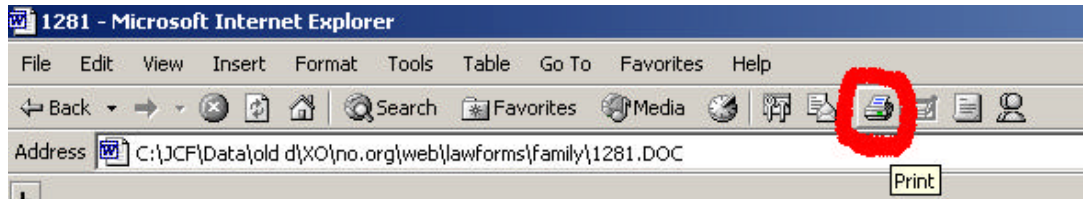
The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select form **FL-160, Property Declaration** using the instructions provided in the first section. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY** – type in your name and complete address including your telephone number as indicated.
3. **ATTORNEY FOR** – type in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
5. **PETITIONER/PLAINTIFF** – Type in Petitioner's name.
RESPONDENT/DEFENDANT – Type in your name.
6. Type in the **case number and prefix**.
7. Complete all areas of the form that apply to your situation.
8. **Date and print name** at bottom of form.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 4 PAGES OF PROPERTY DECLARATION HERE

FILING YOUR DOCUMENTS WITH THE CLERK

FILING YOUR DOCUMENTS WITH THE CLERK

1. **SIGNING ORIGINAL & COPIES:** Double check to make sure you have all your forms, the original plus two copies of each.

Make sure you have signed EACH document and the copies, as indicated in each area of instruction.

2. **ORGANIZE YOUR DOCUMENTS:** Place the documents in the correct order (from top to bottom) as follows:

Response

Declaration Under UCCJEA (only if there are children involved)

Financial Statement (Simplified) OR Income & Expense Declaration

Schedule of Assets and Debts (if applicable)

Property Declaration

Declaration of Disclosure

You should have the original Response (pages stapled) on top with the two copies of Response underneath. Paperclips and staplers are maintained in this office for your convenience.

3. **PAY FILING FEE OR PREPARE FEE WAIVER:** You must pay the \$200.20 filing fee or submit a fee waiver application, order and notice at the time you file these documents.
4. **NO ATM OR CREDIT CARD PAYMENTS:** The Clerk's office does not have the equipment to handle ATM or Credit Cards payments at this time. Only Cash, Check or Money Orders can be accepted.
5. **PREPARE FEE WAIVER (IF NEEDED):** If you need to prepare a fee waiver go to the binder titled *Volume 1, FEE WAIVERS* and prepare those three documents BEFORE you try to submit these forms.
6. **FILING DOCUMENTS:** Once you have prepared the fee waiver documents, go to the Superior Court Clerk's office in the main courthouse, and submit your paperwork.

The Clerk will review the paperwork and file each document as appropriate while you wait.

The Clerk will keep the original of ALL documents and return the two endorsed filed copies to you.

AFTER FILING - WHAT IS THE NEXT STEP?

AFTER FILING - WHAT IS THE NEXT STEP?

The Clerk will keep the original documents and return the two copies to you. One copy for you and one copy for you to mail to the Petitioner or the Petitioner's attorney.

Obtain a large envelope or folder for maintaining your copies of documents.

Always take ALL of your documents the Clerk's office when making inquiries or filing papers to avoid extra trips home if you forgot something.

You are now ready to have copies of your filed documents mailed to the Petitioner as outlined in the next section.

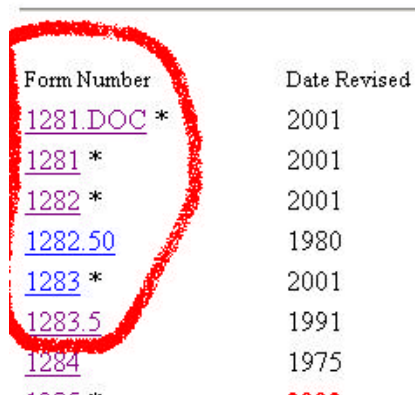
SERVING RESPONSE ON PETITIONER BY MAIL

(Personal service is not required UNLESS you are including an Order to Show Cause)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **"JUDICIAL COUNCIL FORMS"** on the screen.
 - a. Move cursor over **"JUDICIAL COUNCIL FORMS"** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975
...	...

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE PROOF OF SERVICE BY MAIL

COMPLETING PROOF OF SERVICE BY MAIL

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **1285.85 Proof of Service by Mail (Family Law)** using the instructions provided in the first section. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY** – type in your name and complete address including your telephone number as indicated.
3. **ATTORNEY FOR** – type in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
5. **PETITIONER/PLAINTIFF** – Type in Petitioner's name.
RESPONDENT/DEFENDANT – Type in your name.
6. **CASE NUMBER** – type in the prefix and case # as assigned (YCSC CV FL XX-XXXXXXX).
7. **Item #1** – YOU CANNOT MAIL these documents, however you can fill out the top portion of the form for the person who is going to mail them. A person who is over the age of 18 and not a party to this action must complete and sign the body of this document.
8. **Item #2** – type in the home or business, COMPLETE address with city, state and zip code of the person mailing your documents.
9. **Item #3** – type the name of each form that is being mailed. These forms can include:

Response (Family Law)
Declaration Under UCCJEA (only if children of marriage)
Declaration of Disclosure
Financial Statement (Simplified)

Income & Expense Declaration w/attachments
Schedule of Assets and Debts
Property Declaration

NOTE: Make sure that all forms served are listed. You are not required to serve copies of fee waiver documents (if applicable) on other parties.

10. **Item #3a** – mark this box.
11. **Item #4a** – type in name of person served (Petitioner's Name or Petitioner's Attorney).

Item #4b – type in the address of Petitioner or Petitioner's Attorney

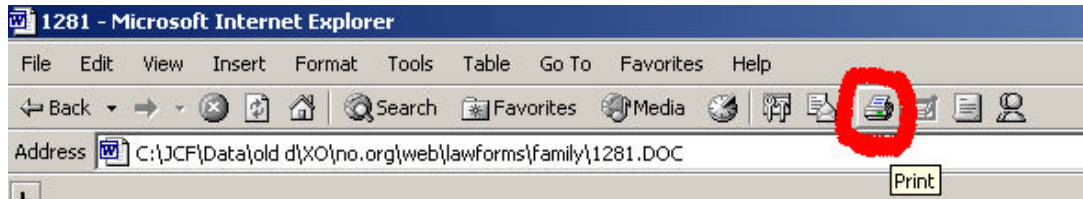
Item #4c – type in the date mailed (may be handwritten in later if you do not know what date it will be mailed).

Item #4d – type in the city and state where the documents were mailed (may be handwritten in later if you do not know where the mailing will occur).
12. **DATE and TYPED NAME** – must be completed by person who is mailing these documents for you.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

SERVING/MAILING THE DOCUMENTS & FILING PROOF OF SERVICE

SERVING/MAILING THE DOCUMENTS & FILING PROOF OF SERVICE

1. **SEPARATE DOCUMENTS INTO TWO STACKS:** Separate your documents into two stacks one for you and one for Petitioner, putting one of each endorsed filed document in a stack, including the Declaration of Disclosure. **DO NOT INCLUDE** the Proof of Service or Fee Waiver documents.
2. **PREPARE ENVELOPE WITH POSTAGE:** Prepare an envelope with appropriate postage addressed to Petitioner or Petitioner's attorney.
3. **REVIEW NAMES OF DOCUMENTS:** Have the PERSON MAILING review the names of the documents on the Proof of Service against the documents being placed in the envelope to make sure that all documents are listed and included. You must have the blank documents as indicated on the Proof of Service ready to mail.
4. **PLACE DOCUMENTS IN ENVELOPE:** PERSON SERVING/MAILING places documents to be served in envelope addressed to Petitioner or Petitioner's Attorney and seals the envelope.
5. **COMPLETE PROOF OF SERVICE:** PERSON SERVING/MAILING completes Items #4c (Date mailed) and 4d (city/state) on Proof of Service and reviews Proof of Service by mail for accuracy, signs, prints name and date form.
6. **PLACE ENVELOPE IN MAIL BOX:** PERSON SERVING/MAILING – places envelope in outgoing mail box.
7. **COPY AND FILE PROOF OF SERVICE:** Make a copy of the completed Proof of Service. Take the original and copy of the Proof of Service to clerk for filing. The clerk will keep the original for the court file – endorse file the copy and return it to you for your records.

SAMPLE DOCUMENT

INSERT 2 PAGE PROOF OF SERVICE

WHAT HAPPENS AFTER RESPONSE IS FILED & MAILED

WHAT HAPPENS AFTER RESPONSE IS FILED AND SERVED

There are several methods in which a dissolution may be finalized after a response is filed. The most common methods are described here.

1. **CONTESTED JUDGMENT:** A contested judgment means that Petitioner and Respondent do not agree on some or all of the issues of the Dissolution. Respondent has filed a response and the case is now ready to proceed to trial, so the Judge can make orders regarding the issues in disagreement.
 - a. Petitioner or Respondent must complete an At-Issue Memorandum which advises the court that the matter is ready to proceed to trial.
 - b. At Issue Memorandum – is a local form. You may obtain the form from the Facilitator or the clerk.

The form can be printed from the court's website at www.yubacourts.org.
 - c. When the At-Issue is completed and filed the calendar clerk will mail notice of trial and mediation (if children) to both parties.
 - d. Both parties are required to prepare, file and serve on the other party a Trial Brief which outlines the issues in dispute at least 2 days prior to the hearing. There is no form for completing a Trial Brief which is submitted on pleading paper (numbers 1-28 on left side of paper).
 - e. Parties are responsible for subpoenaing witnesses and producing evidence at these hearings, as it applies to your case.

See *Volume 6, Completing Contested Dissolution* for instructions on how to proceed in this manner.

2. **STIPULATED JUDGMENT**– a stipulated judgment means that the parties agree (stipulate) on the issues. This normally does not require a court hearing.
 - a. Parties agree on issues. May include a Marital Settlement Agreement prepared by an attorney or legal document assistant which bears the notarized signatures of both parties.
 - b. Both parties are strongly encouraged to consult with an attorney prior to entering into any written agreement.

- c. Will require submission of the Appearance, Stipulations & Waivers, form FL-130 with remaining documentation.